



Budgeting in STAARS

(State of Alabama Accounting and Resource System)

Presented To: All Agencies

Presented On: June 23, 2015

Presented By: Ann Franklin, EBO

Agenda

- Budgeting in STAARS: Overview
- STAARS Budgeting Features
- Budget Requests
- Operations Plans
- Operation Plan Revisions
- Performance Measures (QPR)

Budgeting in STAARS: Overview

- STAARS Budgeting
 - Central Budgets (Old CAS Level)
 - Budget Requests
 - Operations Plans
 - Operation Plan Revisions
 - Performance Measures (QPR)
- STAARS Financial
 - Departmental Budgets (Old AFNS Level)

STAARS Budgeting Features

- Budgeting salaries and benefits
- Electronic approval and workflow
- Integration with STAARS Financial System
- Integration with GHRS / STAARS Personnel

Time Frame – Operation Plans

- Operation Plans for FY 2016
 - Immediately following passage of an appropriation bill
 - Limited time for submitting to EBO
 - Using current Operation Plan application


Time Frame – Budget Requests

- Budget Requests for FY 2017
 - Immediately following operation plan submission
 - Limited time for submitting to EBO
 - Using new STAARS Budgeting Application
 - Targeted training in August/September

Budget Requests

8

Budget Request by Function – Expenditures (Form 5)

Edit Budget Request	Expenditures	Source of Funds	Position Change Results	Other Personnel Info	Position Changes	Document Management				
<div> <input type="checkbox"/> Budget Request Summary  </div>										
Layout Code: BUD REQ BY FUNCTION		Layout Type: Generic	Request Code: 010_917_0589_0100_1		Request Name: Finance, Fiscal Mgmt, Le Stage: 1					
Department: 010		Function: 0589								
Appropriation Unit: 1030		Fund: 0100								
		Appropriation Class: 917								
<div> <input type="button" value="Refresh"/> <input type="button" value="Zero Out"/> <input type="button" value="Update Preload"/> Display Sub Total: <input checked="" type="checkbox"/> Select Model: <input type="button" value="v"/> </div>										
<div> <input type="button" value="New Item"/> <input type="button" value="Copy Item"/> <input type="button" value="Delete Item"/> Export Import Audit Trail View Graph <input type="button" value="Sgtr..."/> View as CSV </div>										
Summary										
<input type="checkbox"/>	Line	Budget Object	1	PY1 ACTUALS	CUR BUD	CY OPS PLAN CHANGE	BR CUR BUD UPDTD	REQUESTED AMOUNT	BR TOTAL REQUESTED	Justification Line Text
<input type="checkbox"/>	1	0104	E	123,116	220,157	1,050	221,207	0	225,000	explanation for salaries
<input type="checkbox"/>	2	0201	E	49,062	77,955	400	78,355	0	80,000	explanation for benefits
<input type="checkbox"/>	3	0300	E	5,000	5,100	100	5,200	5,500	5,500	explanation for travel
Totals				177,178	303,212	1,550	304,762	310,500	310,500	

CUR BUD	CY OPS PLAN CHANGE	BR CUR BUD UPDTD	REQUESTED AMOUNT	BR TOTAL REQUESTED
220,157	1,050	221,207	0	225,000
77,955	400	78,355	0	80,000
5,100	100	5,200	5,500	5,500
303,212	1,550	304,762	5,500	310,500

Budget Request by Function – Source of Funds

(Form 5)

Edit Budget Request

Expenditures

Source of Funds

Budget Request Summary

Layout Code: BUD REQ BY FUNCTION

Layout Type:

Department:

Appropriation Un

Refresh

Zero Out

Display Sub Total: ☒

Select Mod

New Item

Copy Item

Delete Item

Export

Audit Trail

View Graph

Sort...


View as CSV

	Code	Name
Select	0100-217	State General Fund - Section 31-9-24A
Select	0100-219	Revenue Sharing Interest
Select	0100-220	State General Fund - New Supernumeraries
Select	0100-233	State General Fund - Reversion Reappropriated
Select	0100-235	State General Fund - Conditional Appropriation
Select	0100-205	State General Fund - Emergency Military Service
Select	0100-211	State General Fund - Transfer from Senate President Pro Tem
Select	0100-215	State General Fund - FEMA Match
Select	0100-230	State General Fund
Select	0100-232	State General Fund - Employee Bonus
Select	0100-236	State General Fund - Insurance Proceeds
Select	0100-208	State General Fund - State Defense Force

Summary						
<input type="checkbox"/>	Line	Fund	SOF Actuals	SOF Budgeted	SOF Requested	Justification Line Text
<input type="checkbox"/>	1	0100-233	100,000	300,000	300,000	explanation for SOF #1
<input type="checkbox"/>	2	0100-235	77,178	3,212	10,500	explanation for SOF #2
	Total:		-177,178	-303,212	-310,500	

Budget Request by Function – Position Changes (Forms 5 & 6)

Edit Budget Request	Expenditures	Source of Funds	Position Change Results	Other Personnel Info	Position Changes	Document Management
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☐ Budget Request Summary 

Layout Code:
 Layout Type:
 Request Code:
 Request Name:

Department:
 Function:

Appropriation Unit:
 Fund:

Appropriation Class:

Summary																	
<input type="checkbox"/>	Pos No.	Emp No.	Classification	Grade	Step	Loc Code	Category	Position Status	Funding Start Date	Funding End Date	FTE	Count	Salary Percentage	Benefit Percentage	Calculated Salary	Current Salary	Cost
<input checked="" type="checkbox"/>			01410F					FULL-TIME	10/01/2016	09/30/2017	1	1	100	100	65,000.000004	65,000	65,000.000004
Totals:																65,000.000004	

Funding Start Date	Funding End Date	FTE	Count	Salary Percentage	Benefit Percentage	Calculated Salary	Current Salary	Cost
10/01/2016	09/30/2017	1	1	100	100	65,000.000004	65,000	65,000.000004
								65,000.000004

Budget Request by Function

Other Personnel Information

(Form 6)

Edit Budget Request
Expenditures
Source of Funds
Position Change Results
Other Personnel Info
Pc

☐ Budget Request Summary ⓘ

Layout Code: **BUD REQ BY FUNCTION**

	Code	Name
Select ⓘ	9990	# of Anniversary/Annual/Promotional Raises (OPI)
Select ⓘ	9991	# of Special Merit Raises (OPI)
Select ⓘ	9992	# of New Positions (OPI)
Select ⓘ	9993	# of Vacant Positions Filled (OPI)
Select ⓘ	9994	# of Employees on September 30 (OPI)

Display Sub Total: ☒
Select Model:

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[Audit Trail](#)
[View Graph](#)

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Summary							
<input type="checkbox"/>	Line	Budget Object	I	OPI Actuals	OPI Budgeted	OPI Requested	
<input type="checkbox"/>	1	9990	S	2	2	1	
<input type="checkbox"/>	2	9991	S	1	1	1	
<input type="checkbox"/>	3	9992	S	1	1	1	
<input type="checkbox"/>	4	9993	S	1	0	1	
<input type="checkbox"/>	5	9994	S	10	11	12	

Budget Request by Department

Condition of Funds - Balances

(Form 1)

Edit Budget Request **COF Balances** COF Receipts COF Adjustments and

☐ Budget Request Summary 

Layout Code: BUD REQ BY DEPT


Layout Type: Generic

Department: 010

[Refresh](#)

[Zero Out](#)

Display Sub Total: ☒

Select Model: 

[New Item](#)

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[Delete Item](#)












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	Code	Name
Select 	2000	Balance Brought Forward
Select 	2001	Unencumbered Balance Brought Forward
Select 	2002	Investments Balance Brought Forward
Select 	2003	Committed for Insurance Benefits Balance Brought Forward 310
Select 	2004	Committed for Pension Obligation Balance Brought Forward JRF
Select 	2005	Committed for Retiree Health Insurance Ben Bal Brought Fwd
Select 	2006	CHIP Balance Brought Forward
Select 	2007	Eminent Scholars Committed
Select 	2008	Unallotted Funds Balance Brought Forward
Select 	2009	Special Revenue/Auxiliary Balance Brought Forward
Select 	2010	Obligated for Projects Balance Brought Forward
Select 	2011	Committed for Insurance Benefits Balance Brought Forward 346
Select 	2012	Committed for Pension Obligation Balance Brought Forward ERS
Select 	2013	Committed for Pension Obligation Balance Brought Forward TRS

Summary


<input type="checkbox"/>	Line	Budget Object	I	Actual 2015	Budgeted 2016	Requested 2017	Justification Line Text
<input type="checkbox"/>	1	2000	R	32,404,915	25,613,502	23,293,694	Balances Brought Forward Justification
Totals				-32,404,915	-25,613,502	-23,293,694	

Budget Request by Department

Condition of Funds - Receipts

(Form 1)

Edit Budget Request	COF Balances	COF Receipts	COF Adjustments and End Bal	Capital Expenditures	Document Management
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☒ Budget Request Summary 

Layout Code:
 Layout Type:
 Request Code:
 Request Name:

Department:

Display Sub Total: ☒
 Select Model:

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Summary						
<input type="checkbox"/>	Line	Fund		Actual	Budgeted	Requested
<input type="checkbox"/>	1	0100-233		11,648,219	11,638,945	14,195,631 General Fund Justification
<input type="checkbox"/>	2	0433-202		45,840,688	74,957,136	74,957,136 Telecommunications Fund Justification
Totals:				-57,488,907	-86,596,081	-89,152,767

Budget Request by Department

Condition of Funds – Adjustments/Ending Balance

(Form 1)

Edit Budget Request
COF Balances
COF Receipts
COF Adj

☐ Budget Request Summary ⓘ

Layout Code:
Layout Type:
Department:

Display Sub Total: ☒
Select Model:

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[Audit Trail](#)

	Code	Name
Select	2100	Transfer to State General Fund
Select	2101	Changes in Claims Incurred but not Reported
Select	2102	ETF Transfer to Supreme Court Library
Select	2103	Reversion to ETF
Select	2104	Indirect Cost and Other Balance Sheet Adjustments
Select	2105	Investment Adjustments
Select	2106	Transfer to Adeca
Select	2107	Transfer Alabama Law Institute from 097
Select	2108	Transfer Alabama Law Institute from 099
Select	2109	Transfer Department of Children's Affairs
Select	2110	Transfer to Choctawhatchee, Pea & Yellow Rivers Watershed
Select	2111	Transfer to Education Foundation Program
Select	2112	Transfer to Finance Department
Select	2114	Transfer to Legislative Reference Service
Select	2115	Transfer to Legislature from 099

Summary

<input type="checkbox"/>	Line	Budget Object	Actual	Budgeted	Requested	Justification Line Text
<input checked="" type="checkbox"/>	1	2100	E	1,816,705	0	0 Transfer Justification



Budget Request by Department

Capital Expenditures

(Form 3)

Edit Budget Request

COF Balances

COF Receipts

COF Adjustments and End Bal

Capital Expenditures

Document Management

☐ Budget Request Summary

Layout Code:

Layout Type:

Request Code:

Request Name:

Department:

Display Sub Total: ☒

Select Model:

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[View as CSV](#)

Summary

<input type="checkbox"/>	Line	Fund	Appropriation Class	Budget Object	I	-	Capital Expenditures	Justification Line Text
<input type="checkbox"/>	1	0100	917	1200	F	E	123,650	Capital Outlay Justification
<input type="checkbox"/>	2	0100	917	1300	F	E	82,316	Tranportation Equipment Justification
<input type="checkbox"/>	3	0100	917	1400	F	E	250	Other Equipment Justification
Totals							206,216	

Budget Request Packet

Report ID: ABUD-REQ-001

Run Date : 04/08/2015

Run Time: 04:53 PM

State of Alabama

Error Page

Department: 010-Finance

Form 5 and Form 2	Actual 2015	Budgeted 2016	Requested 2017
Expenditures		3,587,757	5,272,435
Source of Funds	150,000	150,000	150,000
Form 5 Expenditures match Source of Funds	Mismatch	Mismatch	Mismatch

Form 1	Actual 2015	Budgeted 2016	Requested 2017
Total Expenditures		3,587,757	5,272,435
Form 1 Expenditure matches Form 5	Ok	Ok	Ok
Balance Unencumbered	60,800	-3,490,957	-8,748,392

Form 3	Actual 2015	Budgeted 2016	Requested 2017
Capital Outlay	40,000	3,000	7,500
Capital Expenditure (Form 5)	100,000	60,000	40,000
Form 3 Capital Outlay matches Form 5	Mismatch	Mismatch	Mismatch

Form 6	Actual 2015	Budgeted 2016	Requested 2017
TOT FTE			7.5
FTE	11	11	11
Form 6 FTE matches Form 5	Mismatch	Mismatch	Mismatch
Personnel Costs		2,268,157	2,243,295
Salary	517,090	512,070	127,873
Form 6 Salary matches Form 5	Mismatch	Mismatch	Mismatch

Budget Request Packet

Report ID:	ABUD-REQ-001	State of Alabama			
EBO Form No.5		Agency Budget Request			
Run Date:	4/14/15				
Run Time:	11:03:00 PM				
Appropriation Class Summary					
Department: 004 - Conservation & Nat Resources					
Appropriation Class: 312 - Outdoor Recreation Sites/Serv					
Object Category	Actual Expenditures 2015	Budgeted Expenditures 2016	Requested Total 2017	Increase (Decrease) From Prior Year	
				Amount	Percent
TOT FTE - Total Full Time Equivalent	0.00	0.00	302.00	0.00	
0100 - Personnel Costs	13,219,750	15,269,047	7,528,519	(7,740,528)	-50.69%
0200 - Employee Benefits	5,277,046	6,090,241	3,529,082	(2,561,159)	-42.05%
0300 - Travel-In State	41,255	35,000	44,000	9,000	25.71%
0400 - Travel-Out of State	12,322	12,000	14,000	2,000	16.67%
0500 - Repairs and Maintenance	3,557,632	2,533,331	2,033,331	(500,000)	-19.74%
0600 - Rentals and Leases	289,239	329,490	329,490	0	0.00%
0700 - Utilities and Communication	5,673,417	5,200,000	5,800,000	600,000	11.54%
0800 - Professional Fees and Services	1,631,558	1,380,520	1,605,520	225,000	16.30%
0900 - Supplies, Materials, and Operating Expenses	6,286,781	6,717,568	6,317,568	(400,000)	-5.95%
1000 - Transportation Equipment Operations	1,018,680	984,520	1,059,520	75,000	7.62%
1100 - Grants and Benefits	2,473	5,000	5,000	0	0.00%
1200 - Capital Outlay	1,268,729	0	0	0	
1300 - Transportation Equipment Purchases	589,007	645,000	450,000	(195,000)	-30.23%
1400 - Other Equipment Purchases	392,466	622,154	292,154	(330,000)	-53.04%
1600 - Miscellaneous	4,223,072	6,521,694	4,504,968	(2,016,726)	-30.92%
Total Expenditures	43,483,427	46,345,565	33,513,152	-12,832,413	-27.69%
Fund No. Source of Funds					
0308-201 - State Parks Fund	1,443,351	2,821,694	804,968	(2,016,726)	-71.47%
0308-503 - State Parks Fund - Cigarette Tax	2,765,925	3,000,000	3,000,000	0	0.00%
0308-504 - State Parks Fund - Sales Tax Discount - Act 20	5,000,000	2,422,583	2,422,583	0	0.00%
0430-201 - State Parks Revolving Fund	34,274,149	38,101,288	27,285,601	(10,815,687)	-28.39%
Total Source of Funds	43,483,425	46,345,565	33,513,152	-12,832,413	0.00%

Increase/Decrease Worksheet

**Department of Finance
Increase/Decrease Worksheet
FY 2017**


	General Fund	ETF	Earmarked Funds	Total
FY 2016 Budgeted Expenditures	10,721,013	0	155,704,030	166,425,043
0100 - Personnel Costs	-970,977	0	-1,233,196	-2,204,173
0200 - Employee Benefits	-357,081		-168,967	-526,048
0300 - Travel-In State	0		-3,500	-3,500
0400 - Travel-Out of State	1,500		23,000	24,500
0500 - Repairs and Maintenance	-28,000		1,995,663	1,967,663
0600 - Rentals and Leases	14,000		503,102	517,102
0700 - Utilities and Communication	0		2,621,622	2,621,622
0800 - Professional Fees and Services	-3,582,388		3,767,651	185,263
0900 - Supplies, Materials, and Operating Expenses	-67,000		2,267,170	2,200,170

Budget Request by Department

Document Management

Edit Budget Request
COF Balances Brought Forward
COF Receipts
COF Adjustments and End Bal
Capital Expenditures
Document Management

Add Document
Delete
Save
Check Out
Check In
Search From Repository
Display 20 Items
Sort...

	File Name	Content Type	Last Modified Timestamp	Locked By
	ABUD-REQ-004_Increase-Decrease_Worksheet.pdf	application/pdf		

[Expand All](#) | [Collapse All](#)

Document properties

File Name:
Last Modified Timestamp:

Content Type:
Locked By:

Operations Plans

Operations Plans

- Initial Forecast of Salary and Benefits
- One data entry form that contains:
 - Form 8
 - Form 9

Operations Plan – Form 8 Expenditures

[Edit Budget Request](#)
[Form 8 Operations Plan](#)
[Form 8 Source of Funds](#)
[Position Changes](#)
[Operation Plan Packet](#)
[Document Management](#)

Budget Request Summary

Layout Code: OPERATIONS PLAN

Layout Type: Generic

Request Code: 010_917_0589_0100_1

Request Name: Finance, Fiscal Mgmt, Le

Stage: 1

Department: 010

Appropriation Unit: 1030

Function: 0589

Fund: 0100

Appropriation Class: 917

Refresh

Zero Out

Update Preload

Display Sub Total: ☒

Select Model:

New Item

Copy Item

Delete Item

Export

Import

Audit Trail

View Graph

Sgrrt...


View as CSV

Summary												
Line	Budget Object		Ops Plan FY Q1	First Quarter 2017	Ops Plan FY Q2	Second Quarter 2017	Ops Plan FY Q3	Third Quarter 2017	Ops Plan FY Q4	Fourth Quarter 2017	Total 2017	Justification Line Text
<input type="checkbox"/>	1 0104	E	0	60,000	0	50,000	0	56,000	0	59,000	225,000	Salary explanation
<input type="checkbox"/>	2 0201	E	0	21,300	0	17,800	0	19,900	0	21,000	80,000	Benefits explanation
<input checked="" type="checkbox"/>	3 0300	E	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	5,500	Travel explanation
Totals:				82,675		69,175		77,275		81,375	310,500	

Budget Object	Ops Plan FY Q1	First Quarter 2017	Ops Plan FY Q2	Second Quarter 2017	Ops Plan FY Q3	Third Quarter 2017	Ops Plan FY Q4	Fourth Quarter 2017	Total 2017
0104	0	60,000	0	50,000	0	56,000	0	59,000	225,000
0201	0	21,300	0	17,800	0	19,900	0	21,000	80,000
0300	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	5,500
	82,675	82,675	69,175	69,175	77,275	77,275	81,375	81,375	310,500

Operations Plan – Form 8 Source of Funds

Edit Budget Request	Form 8 Operations Plan	Form 8 Source of Funds	Position Changes	Operation Plan Packet	Document Management
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☐ Budget Request Summary 

Layout Code:
 Layout Type:
 Request Code:
 Request Name:

Department:
 Function:

Appropriation Unit:
 Fund:

Appropriation Class:

Display Sub Total: ☒
 Select Model:

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Summary								
<input type="checkbox"/>	Line	Fund	SOF Q1	SOF Q2	SOF Q3	SOF Q4	OPS PLAN TOTAL	Justification Line Text
<input type="checkbox"/>	1	0100-233	80,000	60,000	70,000	80,000	290,000	Justification for SOF #1
<input type="checkbox"/>	2	0100-235	2,675	9,175	7,275	1,375	20,500	Justification for SOF #2
Totals			-82,675	-69,175	-77,275	-81,375	-310,500	

Document Management

Document Management

- Program Change
- Operation Plan Packet (pdf format)
- Justification at beginning of year
- Drawdown Schedules (GF & ETF)

Operations Plan Revisions

Operations Plan Revisions

- Agencies will be required to use the STAARS Budgeting System to enter Operations Plan Revisions
- Workflow and Approvals will be electronic
- 101 Forms are generated through a report (Excel report)

Operation Plan Revision – Form 8

Edit Budget Request
Form 8 Operations Plan
Form 8 Source of Funds
Position Changes
Revision Justification
Document Management

☐ Budget Request Summary ⓘ

Layout Code:
Layout Type:
Request Code:
Request Name:
Stage:

Department:

Display Sub Total: ☒
Select Model:

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Summary

<input type="checkbox"/>	Appropriation Class	Function	Fund	Appropriation Unit	Budget Object	J	Funding Type	Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total
<input type="checkbox"/>	917	0695	1242	0	0900		E MOD		-800			-800
<input type="checkbox"/>	917	0695	1242	0	1000		E NEW		800			800
								0	0	0	0	0

Page 1 of 1
Show 20 rows per page

Appropriation Class	Function	Fund	Appropriation Unit	Budget Object	J	Funding Type	Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total
917	0695	1242	0	0900		E MOD		-800			-800
917	0695	1242	0	1000		E NEW		800			800

Top Portion of Form 101

Report ID: ABUD-MOD-002
 EBO Form 101
 Run Date: 5/13/15
 Run Time: 5:50:13 PM

State of Alabama

Department Number:	010 - Finance
Revision Number:	330
Date:	5/13/15

Request is hereby made for a revision to the Fiscal Year 2017 allotment and/or appropriation for the 010 - Finance

Justification

sample text for revision justification

3rd Quarter (Current Quarter) Allotment Revision

Fund:	0100	1138
Appropriation Class:	917	917
Appropriation Unit:	1000	0
Amount	18,494	200

Bottom Portion of Form 101

Fund:	0100	1138
Appropriation Class:	917	917
Appropriation Unit:	1000	0
Amount	18,494	200

Appropriation Revision

Fund:	0100	1138
Appropriation Class:	917	917
Appropriation Unit:	1000	0
1. Supplemental appropriation from State General Fund Act No.		
2. Supplemental appropriation from ETF Act No.		
3. Departmental Receipts		
4. Federal Receipts		
5. Special Act No.		
6. Transfer		
7. Proration		
8. Other		
9. Reversion Reappropriation		
10. Program Change		
Total 1-10 Above		
Total Appropriation Revision	73,794	400

Performance Measures (QPR)


Performance Measures (QPR)

- FY 2015 Quarter 4 Actuals will be entered in the current application.
- FY 2016 Mission, Vision, Goals, Objectives and Targets set up will be entered in the current application.
- FY 2016 Quarter 1 Actuals will be entered into the STAARS application.
- Going forward the STAARS application will be used.

Q4 Performance Actuals Form

Edit Budget Request **QPR Q4 Actuals** Questions Document Management

Status Details

☐ Budget Request Summary 

Layout Code: Layout Type: Request Code: Request Name:

Organization:

Display Sub Total: ☐

[Export](#) [Audit Trail](#) [View as CSV](#)

Summary

<input type="checkbox"/>	Line	PM Obj	PM CY Q4 TARG	Quarter 4 Actuals	PM CY AN TARG	Annual Actuals	Justification Line Text
<input type="checkbox"/>	1	01001	85	86	0		
<input type="checkbox"/>	2	01002	0		100	100	
<input type="checkbox"/>	3	01003	80	70	0		
Totals:			165	156	100	100	

Edit Budget Request **QPR Q4 Actuals** **Questions** Document Management

Display Items

<input type="checkbox"/>	*Section Title	Section Content
<input type="checkbox"/>	How have policy decisions and budget determinations made by the governor and legislature in the fiscal year 2013-2014 affected your agency in meeting desired accomplishments and services?	
<input type="checkbox"/>	What administrative improvements did your agency make in fiscal year 2014-2015 and what potential improvements do you for see for future years? Include suggested changes in legislation or administrative procedures which would aid your	

[Go to top of page](#)

Quarterly Performance Report (QPR)

Report ID: STAARS-QPR-0001
 Report Date: 4/8/15
 Report Time: 2:18:36 PM

State of Alabama
 Quarterly Performance Report

Page 1 of 3

Department: 010 - Finance

Mission: Provide innovative, resourceful leadership and service in financial management and operational support in order to advance the Governor's mission of restoring trust in state government

Vision: Protect the financial interests of Alabama and effectively administer and support the financial and administrative needs among all divisions of the Department of Finance.

Annual Goals


1	Reduce the Number of State Vehicles
2	Track the Number of Buying Events in the Purchasing Division
3	Number of Agencies, Boards, and Commissions Served

Quarterly Objectives and Targets

	Unit of Measure	First Quarter			Second Quarter		Third Quarter		Fourth Quarter		Annual	
		Goal	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Number of Vehicles Insured	#	1	90	95	95		100		85	86		0
Number of Buying Events	#	2	0	0			70			0	100	300
Number Agencies, Boards, and Commissions Served	#	3	50	50	60		70		80	70		0

Security and Workflow Worksheet

User Identification Tab

						User Identification					
<p>For each user who will be using STAARS Budgeting, please enter the following information. The first line is provided as an example.</p>											
Basic user information, this will be used to create the user profile.								Which elements should this user have access to? List all values, separated by commas.			
Agency #	User ID (auto-filled)	First Name	Last Name	Phone Number	Email Address	Performance Measures Admin?	Reporting User?	Funds	Classes	Appropriation Units	Appropriation Functions
001	john.doe	John	Doe	555-555-5555	jdoe@al.gov	X		0433, 0435	0424, 0916	0001, 0002	0582, 0583

Workflow for Forms

Workflow for Forms

In the table below, select the form from the drop down menu and enter who will be submitting the form and approving the form. Please use the user IDs generated on the User List tab.

Form	Submitter User ID	1st Approver User ID	2nd Approver User ID
Budget Request - Department Level - Forms 1 & 3	john.doe	jane.doe	james.doe

REMINDERS

- Timing is critical for return of Operations Plans and Budget Requests
- Training is planned for the months of August and early September
- Training notification will be coming shortly from STAARS
- Please return the Security and Workflow Form no later than July 10th

Contact Information

Executive Budget Office
(334) 242-7230

Ask for Ann Franklin or LaTaya Lucas

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